### Title: Accrued and Mandatory Payroll Deductions

# Processes : Sub-Processes :

HRMS Training Documents

## **Accrued and Mandatory Payroll Deductions**

ZHR\_RPTPY010

### **Change History**

Update the following table as necessary when this document is changed:

Date	Name	Change Description
1/31/06	Sherrie Sibbett	No data when run, altered scenario for results.
1/26/06	Emilie Miller	New
10/02/06	Lesa Terry	Updates
2/21/07	Kelly Welsh	Updates

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### **Purpose**

Use this procedure to run and view the Accrued and Mandatory Payroll Deductions Report. This report can be used to show either:

- Medical aid and industrial insurance
- · Court payments
- Medicare and OASI for both employees and employer
- · Retirement summaries by plan

### **Trigger**

Perform this procedure after each payroll for balancing.

### **Prerequisites**

Print this report after payroll has been exited by Department of Personnel and payroll results have been saved.

#### **Transaction Code**

### **ZHR RPTPY010**

Date	Procedure Update Log
2/21/2007	Updated screen shots in steps 1 and 6, to meet OLQR publishing standards.

### **Helpful Hints**

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	Example: Make an entry in all required fields.
	<b>Example.</b> Make an entry in all required fields.
<b>W</b>	Action: Fix the problem(s) and then click (Enter) to proceed.
Warning	<b>Example</b> : Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.
1	Action: If an action is required, perform the action. Otherwise, click
	(Enter) to proceed.

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YROLL\_DEDUCTIONS\_ZHR\_RPTP

Y010.DOC

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Message Type	Description		
100000000	Example: Save your entries.		
or 💞	Action: Perform the required action to proceed.		

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YROLL\_DEDUCTIONS\_ZHR\_RPTP

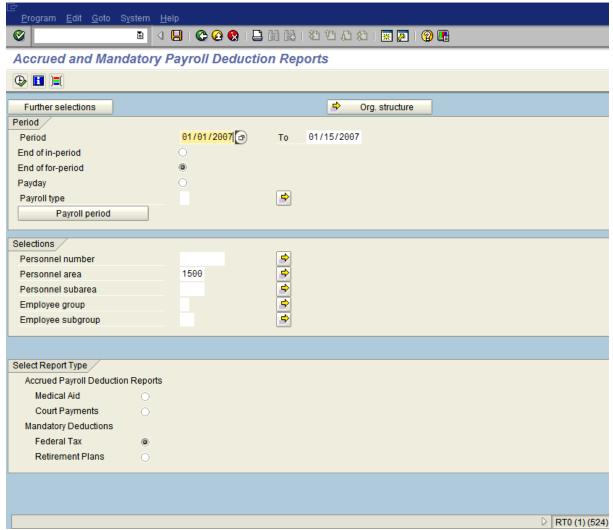
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#### **Procedure**

1. Start the transaction using the transaction code ZHR\_RPTPY010.

## **Accrued and Mandatory Payroll Deduction Reports**



**2.** As required, complete/review the following fields:

Field Name	R/O/C	Description	
Period	R	Pay period start date	
		<b>Example:</b> 01/01/2007	

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Field Name	R/O/C	Description	
То	R	Pay period end date	
		Example: 0	01/15/2007



You can also click on the **Payroll Period** button for additional search options by payroll period.

3. Click End of in-period



Searching by **End of in-period** selects the last day of a period. If the last day of a payroll period falls under the selection range, all data from that period is retrieved.

**4.** As required, complete/review the following fields, depending on your search criteria. For this exercise, complete as follows:

Field Name	R/O/C	Description	
Personnel number	0	An employee's unique identifying number.	
		Example:	Leave this field blank if running this report for your entire agency.  12345678
Personnel area	R	A specific agency/sub-agency in the State of Washington.	
		Example:	1500 (General Administration)
Personnel sub-area	rsonnel sub-area O A subdivision of Personnel Area.		of Personnel Area.
		Example:	Blank

**5.** Choose a radio button in the *Select Report Type* area



Only one button can be selected at a time.

Field Name	R/O/C	Description
Medical Aid	0	Selecting the <b>Medical Aid</b> radio button displays medical aid, industrial insurance, employee and employer shares by risk class.
Court Payments	0	Selecting the Court Payments radio button details court payments.

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Field Name	R/O/C	Description
Federal Tax	0	Selecting the <b>Federal Tax</b> radio button displays the Social Security and Medicare for both the employee and employer.
Retirement Plans	0	Selecting the <b>Retirement Plan</b> radio button details retirement summaries by plan.

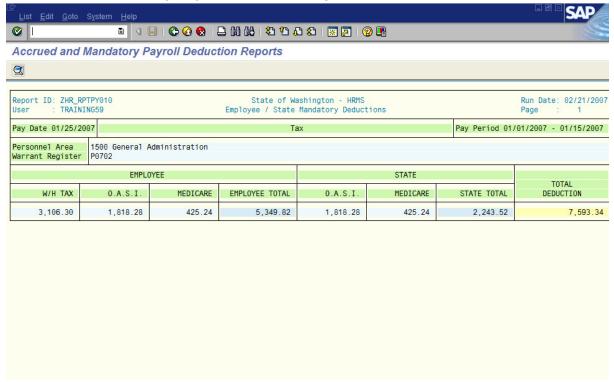
6. Click (Execute) to view the report.

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### **Accrued and Mandatory Payroll Deduction Reports**





This report example is for the Medical Aid Report.

7. You have completed this transaction.

### Result

You have run and viewed the Accrued and Mandatory Payroll Deductions Report. This report can be used to show either:

- Medical aid and industrial insurance
- Court payments
- Social Security and Medicare for both employees and employer
- Retirement summaries by plan

### **Comments**

None.

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